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SPACE ALLOCATION BRANCH

Monthly Report: February 1963

1. The following requests have been surveyed, approved and forwarded to Chief, Building Facilities Branch for necessary action during the month of February 1963.

25X1A

- a.  - Partitions, 7B00
- b.  - Installation of door catches in Rooms  
GE0406, 07, 10, 23, 24, and 33.  
Installation of Partial height partition.
- c.  - Request for Partition in Room 1A20
- d.  - Assignment of space GG10
- e.  - Alterations 6F43
- f.  - Request for Partitions 2D4916, 2D4907,  
and 2C24
- g.  - Partitions removal and installation,  
6E56 and 6E62
- h.  - Renovations and installation of door,  
Room GH43
- i.  - Installation of partitions in Room 3B12
- j.  - Installation of Partial partition with  
door
- k.  - Removal of Partial height partition  
in Room 5B2804
- l.  - Removal of Partial height partition  
in Room 2708
- m.  - Removal of Partial height partition  
in Room 4D57
- n.  - Modifications to Gun Room, GD56
- o.  - Location of Bulletin Board, Headquarters  
Building
- p.  - Ventilation pipe, installed on motion  
picture projector, Auditorium,  
Headquarters Building.

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2. Architectural design and space layout programming:

a. Credit Union: Coordination with G. S. A. Region #3 on opening of bids and awards of contract for construction of wood counters.

Coordination with Building Facilities Branch and Telephone Facilities Branch, on electrical and telephone outlet locations, and on scheduling work.

Development of interm operational plan for Credit Union activity during renovations phase.

Review of submission presented by [REDACTED], on furniture scheme and bid for Credit Union furnishings.

25X1A

Contact made with local partition suppliers to select partial height partitioning to be installed in Credit Union.

25X1A6a

b. [REDACTED]: Continuance of guidance to T. S. D. to assist them in defining their total space requirement for submission to Logistics Services Division.

c. 159-E: Review of contract drawing indicating architectural, electrical, and mechanical renovations.

25X1A

25X1A6a

[REDACTED]

e. Drawing for the turnstile, relocation on 2nd floor, corridor, has been completed and forwarded to Chief, Building Facilities Branch.

3. a. D.D.I.: Units have had numerous proposals for layout changes which have been evaluated for feasibility from an air conditioning standpoint with the G. S. A., H. V. A. C. Engineer, and the results have been discussed with [REDACTED]

25X1A9a

b. Space assignment figures have been re-evaluated and brought up to date and a new set of space assignment plans made as of 15 February 1963.

4. Parking: West Potomac Park Area.

a. A new parking space allocation study for the West Potomac Park Area has been completed by this office. The study included the designing and printing of new parking permits for the front and rear lots of Quarters Eye Building. New Parking space assignments will take effect on or about 1 April 1963.

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b. Parking, Headquarters Building: The new parking system at the Headquarters Building became effective as of 25 February 1963.

5. Auditorium:

a. Construction work on the Auditorium is approximately 99% completed.

b. Eighteen (18) requests for the use of the Auditorium were made and scheduled during the month of February 1963.

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